

Statement of Work

200103 – 1

New Nebraska Board of Parole Meadowlark Website

State of Nebraska Board of Parole

Manager: Nebraska Interactive, LLC

Project Manager: Ashly Eickmeier

Date: 5/31/2016

This Statement of Work ("SOW") is issued pursuant to the State of Nebraska Contract 69584-O4 between the Nebraska State Records Board ("NRSB") and Nebraska Interactive, LLC ("the Master Contract") and is subordinate to and subject to all terms and conditions therein.

1 Introduction

Nebraska.gov Information

Executive Sponsor:

General Manager, Brent Hoffman

Support Contact Information:

Email: ne-support@nicusa.com

Phone: 402-471-7810

Fax: 402-471-7817

Partner Information

Partner Description

The Board reviews the status of committed offenders; determines when committed offenders are released on parole; fixes parole conditions, and may revoke parole and issue warrants to arrest parole violators; discharges an offender upon expiration of the parole term; visits and inspects state and local prisons or jails; and recommends parole legislation to the Governor.

Partner Executive Sponsor

Rosalyn Cotton

402-471-2156

Rosalyn.Cotton@nebraska.gov

Partner Project Manager Contact

Nicole Miller

402-479-5680

Nicole.miller@nebraska.gov

Partner Billing Contact

Trudy Clark

402-479-5761

Trudy.clark@nebraska.gov

2 Project Overview

2.1 Objectives

Nebraska Interactive will build a fully responsive, 508 compliant, redesigned website for the Partner. The new website will be built in Meadowlark, to allow for a more flexible user friendly way for the Partner to manage and maintain the website.

2.2 Scope

2.2.1 Inclusions

- Nebraska Interactive will move the Partner website from ZOPE to Meadowlark.
- Nebraska Interactive will redesign Partner website to be responsive.
- Nebraska Interactive will provide the Partner with two mockups of website design layouts
- The Partner will choose a mockup (allowing for time for Nebraska Interactive to make revisions)
- Once a mockup is approved, Nebraska Interactive will begin building the new Partner website
- The Partner's Meadowlark website may include any of the following features:
 - Custom website permissions to allow website managers varying roles
 - Built-in calendar
 - Press release feed and built-in archive
 - Easy to use WYSIWYG site editor
 - Simple file and image upload tools
 - Gallery and/or slider
 - Google Translate to translate text on website
 - Monthly Google Analytics Reports
 - Broken link report
- Nebraska Interactive will help with content mapping. NI will build a sitemap to help the Partner organize their new website and visualize the overall flow.
- The Partner will provide Nebraska Interactive with the content for the website
- Nebraska Interactive will build all website pages as well as add documents and images
- Nebraska Interactive anticipates that there will be 20 web pages on the new State of Nebraska Board of Parole website
 - Total anticipated hours Nebraska Interactive will spend on the project: 37 hours
 - Design phase – 20 hours
 - Content Phase – 1 hour
 - Development Phase – 16 hours
- The Partner will review the overall status of the project as Nebraska Interactive adds content to the website
- Nebraska Interactive will complete quality assurance testing on the website before launching to ensure that the website is 508 compliant, works on multiple devices, and multiple browsers
- Nebraska Interactive will provide an hour of training to the Partner staff members that will be managing the new website before launching the new website
- Nebraska Interactive will work with the Partner to schedule a launch date and time for the new website as well as redirect the old website to the new

2.2.2 Exclusions

- Nebraska Interactive will not write, edit, proof, or draft any website content (text) for the new Partner website.
- If the Partner requests Nebraska Interactive to make any website changes after the launch of the new website, Nebraska Interactive will bill the Partner for the time spent.

2.3 Terminology

When used herein, capitalized words shall have the respective meanings set forth below:

- 2.3.1 **Must** – The function or referenced object has to meet the desired outcome outlined in this project.
- 2.3.2 **Should** – 1) The desired function or referenced object may create a favorable environment if achieved but is not required. 2) An opinion based on the assumptions made by the creator of the function or referenced object.
- 2.3.3 **Credentials** – The required security information to access the application
- 2.3.4 **User** – Any member of the general public
- 2.3.5 **Data Store** – An organized collection of information
- 2.3.6 **Published** – Information sent directly to a Web site viewable to the general public
- 2.3.7 **Administrator** – staff member of Nebraska.gov

2.4 Assumptions

- 2.4.1 Partner Director or Head approves of the project and is prepared to provide feedback and input when needed.
- 2.4.2 All Partner key stakeholders will attend needed meetings and provide timely feedback and input on the project throughout all phases.
- 2.4.3 Partner will provide Nebraska Interactive with the requirements of the new site.
- 2.4.4 Partner will provide Nebraska Interactive with content; language and text for the new site.
- 2.4.5 Nebraska Interactive will communicate the running total of hours that has been spent on the project to date in bi-weekly project status reports sent via email to key stakeholders.
- 2.4.6 Nebraska Interactive will communicate remaining steps to finish project with the Partner in the bi-weekly project status reports sent via email to key stakeholders.
- 2.4.7 Nebraska Interactive and Partner must agree on a scheduled launch date.
- 2.4.8 See section 2.2 for full project scope.

2.5 Constraints

- 2.5.1 Partner/Partner workload
- 2.5.2 Change(s) in staff
- 2.5.3 Change(s) in project scope

2.6 Milestones**2.6.1 Design Phase**

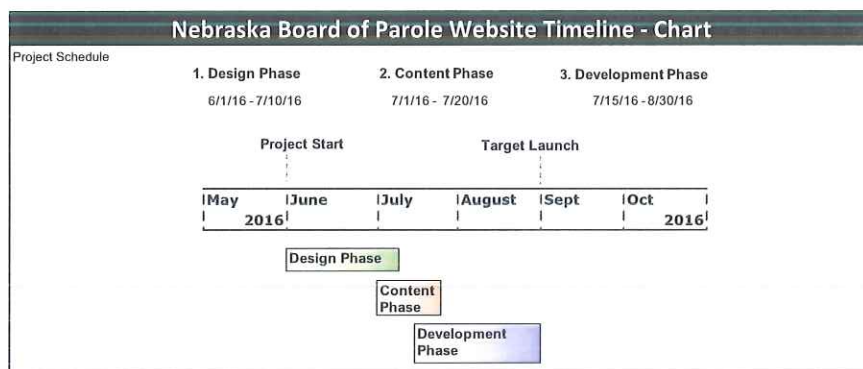
2.6.1.1 Target completion date: 7/10/2016

2.6.2 Content Phase

2.6.2.1 Target completion date: 7/20/2016

2.6.3 Development Phase

2.6.3.1 Target completion and launch date: 8/30/2016



Nebraska Board of Parole Website Timeline - Breakdown			
Timeline is subject to change depending on feedback, response time, etc.			
1	Design Phase	Hours	Target Due Date
1a.	Layout key stakeholders of the website redesign & their wishes for the new design	—	Completed
1b.	Receive website design questionnaire from Nebraska Board of Parole	—	6/3/16
1c.	2 Mockups of design layout with time for 2 revisions	20	6/20/16
2	Content Phase	Hours	Target Due Date
2a.	Nebraska Board of Parole will work on revising and/or reorganizing content for the new website	1	7/20/16
3	Development Phase	Hours	Target Due Date
3a.	Once a mockup has been approved, Nebraska Interactive will begin building the home page of the website	8	8/1/16
3b.	Also during this time, research and development time will be spend on any new modules or configurations for the site	1	8/1/16
3c.	As content is ready to be added to the website, it will be added per each section & reviewed by the agency	4	8/10/16
3d.	Further testing and overall review	1	8/22/16
3e.	Quality Assurance testing & review	1	8/22/16
3f.	Website Training	1	8/22/16
3g.	Target Launch Date		8/30/16

Total Anticipated Hours: 37
(Nebraska Interactive)

Anticipated # of Website Pages: 20

3 Requirements

The following sections constitute all application requirements. It is understood that the application will be developed in accordance with these requirements using industry standards.

After development has been completed each requirement will be included in a comprehensive testing plan for purposes of quality assurance. All members of the "[Project Team](#)" will be responsible for executing the testing plan in accordance with these requirements.

Any omission or change in requirements after execution of this SOW has occurred must be reviewed and approved by the project team and could cause delays in the project timeline.

4 Terms and Conditions

Partner and Manager agree to the following terms and conditions:

4.1 Confidentiality

All materials and information provided by the Partner to Manager or acquired by the Manager on behalf of the Partner shall be regarded as confidential information and treated as described in Section OO of Addendum One of the Master Contract and handled in accordance with Federal and State Law. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential. The Manager shall not be responsible for the acts or omissions of the State, any Partner, members of the public, or others not under the control of Manager.

4.2 SOW Representatives and Notices

All matters relating to this SOW shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this SOW.

Mailing address: State of Nebraska Board of Parole
Rosalyn Cotton, Board Chair
P.O. Box 94754
Lincoln, NE 68509-4754
Phone: (402) 471-2156
Fax: (402) 471-2453
Email: rosalyn.cotton@nebraska.gov

Mailing Address: General Manager/Network Manager
301 S 13, Suite 301
Lincoln, NE 68508
Phone: 402 471 7810
Fax: 402-471-7817
Email: ne-general-manager@nicusa.com

Mailing Address: Nebraska State Records Board
Secretary of State
1445 K Street, Suite 2300
Lincoln, NE 68509
Phone: 402-471-1572
Fax: 402-471-3237

4.3 Termination of SOW

4.3.1 Either Partner or Manager may terminate this SOW for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the "for cause" reason, including citation to any specific provision of this SOW, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the SOW or any addendum. A reasonable period of time of not less than thirty (30) days shall be given to cure, unless as otherwise agreed to by the parties. For purposes of this SOW, the phrase "for cause" shall mean any material breach by any party to this SOW of the terms or conditions of this SOW.

4.3.2 Either Partner or Manager may terminate this SOW for convenience by giving 30 days' prior written notice to the other party.

4.4 Term of SOW

This SOW shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals or replacements thereof, unless earlier terminated in accordance with the terms of this SOW.

4.5 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this SOW and not an agent or employee of the Partner.

4.6 Changes, Modifications or Amendments

This SOW may be changed, modified or amended at any time by an instrument in writing signed by the Manager, NSRB, and the Partner.

4.7 Entire Agreement

This SOW constitutes the complete and exclusive statement of the agreement between the parties hereto and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.

4.8 Governing Law

This SOW shall be governed in all respects by the laws and statutes of the State of Nebraska.

4.9 Severability

If any term or condition of the SOW is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the SOW did not contain the particular provision held to be invalid.

4.10 Order of Precedence

In the event of an inconsistency between the documents of this SOW, the inconsistency will be resolved by giving precedence in the order indicated to the following:

- a. Any amendments to the Master Contract
- b. The Master Contract
- c. An amendment to this SOW
- d. This SOW

4 Invoicing and Payment

	Project Type	Hours Estimate	Cost Estimate
1	Design and Development of new Website (Details in section 2.2.1)	37 hours	\$2,960.00 <i>One-time fee</i>
2	Annual Maintenance (Does not include Content Management Requests)	N/A	\$592.00/year <i>(20% of total time and materials fees paid from row 1 above)</i>
3	Content Management Requests (Not included in Annual Maintenance)	Per Request	\$80/hour billed by the quarter hour

Manager agrees to provide services on a time and material basis in accordance with the rates provided in Form A.2 of Manager's Response to RFP 4877 Z1 in the Master Contract, or as amended by the Parties and approved by NSRB. In addition, Partner will pay an annual maintenance charge associated with the application developed hereunder, in an amount equal to 20% of the total time and materials fees paid pursuant to this SOW, as compensation for maintenance services to ensure the application or service developed under this SOW runs correctly in the hosted network environment, including testing, partner and customer support, IT troubleshooting assistance and bug resolution arising out of or related to the network environment. Applications or services not included within maintenance services are modifications or additions that materially change the utility, efficiency, or functional capability of the applications or services developed. Manager shall submit invoices for payment to Partner with sufficient detail to support payment on a monthly basis, in accordance with Section II in Addendum One of the Master Contract. Partner shall pay invoices within 30 days, and otherwise in accordance with Section HH of Addendum One of the Master Contract.

5 Signatures

Approval of the SOW indicates an understanding of the purpose and content described in this SOW. By signing this SOW, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Nebraska Interactive, LLC
Authorized Party

Brent A. Hoffman

Print Name



Signature

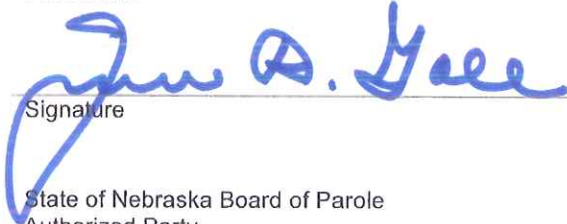
7/28/16

Date

Nebraska State Records Board
Secretary of State John Gale, Chairman

John A. Gale

Print Name



Signature

8/3/16

Date

State of Nebraska Board of Parole
Authorized Party

Rosalyn Cotton

Print Name

6/2/16



Signature

6/2/16

Date